

If you are not registered with the GMC at present so the very first thing we need to do is to get this process underway by establishing your "My GMC" account/Registration number. You will need to register your account with the GMC to obtain your seven digit Reference Number and Password before submitting your application.

BASIC ASSISTANCE ON APPLYING FOR YOUR GMC NUMBER AND SUBMITTING YOUR APPLICATION FOR “FULL GMC”

Please visit the GMC Web site:- www.gmc-uk.org and from their Home Page select the icon on the side “**GMC ONLINE FOR DOCTORS**” which will take you to initial Log on page, where you must first complete a basic registration application to obtain your GMC Number. The GMC will e.mail you this information which will then allow you to re-enter this page to log on and submit your application or you can select the option at the top of the home page “**REGISTRATION AND LICENSING**”

Follow the links until you have the selection option:-

1. [For registration with a licence to practise \(I have never held registration with the GMC\)](#)

Please make the selection and answer the relevant question on your person status i.e. From EU country and if you have completed internship – after these basis selection you then come to the start of the application process and Guidance pages, **please make sure you read the guidance.**

Your application will be an online application. At the end of the guidance you will be given a link to enter their secure web portal which is called GMC Online.

Quick step to your application:-

- Read the guidance pages 1-11(pages 12 has the link to submit you online application)
- Set up an online account (unless you already hold provisional registration)
- Log in, complete your application and pay your fee
- Send copies of your ****** supporting documentary evidence by post
- Visit one of our offices for an identity check

******Compiling your documents:-

When you apply online, you will need to provide details of a number of important documents.

After you have submitted your application, the GMC will send you an email with a list of documents that is required by them to process your application. You must send **photocopies** of these documents by post, **TO MAKE THIS PROCESS QUICKER, once you have receive the listing of documents required, please forward the e.mail onto me and attached scanned copies off all the documents, I can then print the e.mail and attachments and sent then into the GMC via next day service – THE GMC DO REQUIRE THE INITIAL DOCUMENTS BY POST.**

Please note:- You will be asked to provide a certificate of good standing (CoGS) from all of the medical regulatory authorities of any countries where you have practised or have held registration, outside of the UK in the last five years. Any CoGS is only valid for a period of three months of the date of issue.

Just a few tips when submitting your application:-

Please only make application at this stage for FULL GMC as the process for GP or Specialist Registration will take longer and you will be asked for additional documentation. Also it is very important to make sure you do not leave any gap in your employment history even showing any dates of unemployment. (you may be asked at a later stage to provide employers references for all the employees you have list on your application).

Can I also ask you to sign the attached "3rd party Authorisation to Disclose Form". This will allow us to assist you with your application. You must also provide a security password that you and we are aware of. For ease I have used your surname reverse i.e.:- **"IFSZALAB"** (This password will be required if yourself have to telephone the GMC for any information or update on your application). Please print off the Disclosure form and once you have your GMC Reference Number, you must insert this on the form, **also sign/date and scan a copy back to me for our records, keeping the original safe, as you may have to produce this later.**

I know there is a lot of information here for you to take in, so I will now await your response, advising me when you have obtained your GMC Account seven digit number, then when you have registered and paid your online application.